



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

February 28, 2014

IOWA BULLETIN NO. IA210-14-3

SUBJECT: ENG – ISSUANCE OF IOWA ENGINEERING DIRECTIVES

PURPOSE: To provide uniform and consistent dissemination of Iowa Engineering Directives.

EXPIRATION DATE: September 30, 2015

Directives from all levels of NRCS are issued and disseminated on a daily basis via email. Reviewing, filing, and recalling directives can be a challenging task; especially if any amount of time has passed since the directive was issued. Trying to recall when and who issued a specific directive can be frustrating and inefficient.

The Iowa NRCS State Office Engineering Staff has adopted and implemented the following procedure to provide organization, continuity, and consistency to any and all future issued Iowa NRCS Engineering Directives.

Starting today, any and all Iowa NRCS engineering directives (i.e.: manual and handbook Amendments, engineering Instructions and bulletins, Iowa engineering practice standards and associated documents, etc.) shall be issued as:

- a) a single email with web links to the newly issued Iowa Engineering Directive(s);
- b) issued on a Friday via Cindy Slagle's email address;
- c) with the subject heading "New e-Directives for Iowa Engineering Week Ending Month-Day-Year"; and
- d) issued via email no more than two (2) times per month.

The Iowa NRCS State Office Engineering Staff believes that providing all Iowa engineering directives in a single email with web links, from one person, on a particular day of the week, will allow the end user to more readily locate and react to the directive(s) that has been issued by the State Office Engineering Staff.

If the feedback results from this new procedure are positive, other divisions within the Iowa NRCS State Office may attempt a similar if not combined approach.



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